



U.S. Mission, Dili

U.S. Mission Dili, Timor-Leste

Announcement Number: Dili-2022-007S

Position Title: Resource Coordination Assistant

Opening Period: May 9, 2022 – May 19, 2022

Series/Grade: FSN-08

Salary: \$15,058.00 to 17,878.00/ annum

For More Info: Human Resources Office at DiliHRRecruiting@state.gov

Who May Apply: For USEFM – FP is 6. Actual FS salary determined by Washington D.C.

- All Interested Applicants / All Sources.

Security Clearance Required: Local Security Certification/ Public Trust

Duration Appointment: Indefinite subject to successful completion of a probationary period.

Marketing Statement: We encourage you to read and understand [the Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary: The U.S. Mission in Dili, Timor-Leste is seeking eligible and qualified applicants for the position of Resource Coordination Assistant.

The work schedule for this position is: Full Time 40 hours per week.

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: Under the supervision of the Public Affairs Officer (PAO) this position is that of a grants administrator and office administrative support in the Public Diplomacy Section (PD). Incumbent is the principal advisor to the PAO on all resource management issues, the lead grants administrator for the section, and provides administrative support for the PAO and PD section. Act as PD liaison to General Services Office (GSO) and Financial Management Office (FMO) colleagues on procurement and budget issues. Assist with event organization and provide support to the Media Specialist.

Qualifications and Evaluations

EDUCATION: Secondary School is required.

Requirements:

EXPERIENCE: A minimum of five (5) years of progressively responsible experience in budget, accounting, business administration, financial management, organizational management, public administration, project management, or grants management work is required.

Evaluations:

LANGUAGE: Level IV (Fluent) in reading/writing/speaking English and Tetum are required. (This may be tested.)

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Benefits:

Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Timor-Leste may receive a compensation package that may include health, separation, and other benefits.

For EFM, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Clearance/ Public Trust. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Embassy website.

To apply for this position, applicants should electronically submit the documents listed below

Required Documents: Please provide the required documentation listed below with your application:

- DS-174 (Application Form)
- Degree/ Diploma
- Transcript
- SF-50 (if applicable)
- For AEFM/USEFM/EFM/MOH: A copy of sponsor’s orders showing that your sponsor has an assignment in the U.S. Mission Timor-Leste with a copy of Form DD-214 (if invoking AEFM/USEFM who is a preference-eligible U.S. Veteran hiring preference).

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Dili, Timor-Leste.